

POSITION DESCRIPTION

Position Details:

Title: Paediatric Nephrologist

Department: Paediatric Nephrology

Reports to: Service Clinical Director, Medical Specialities

Day to day reports to: Lead Clinician, Paediatric Nephrology

Location: Starship Children's Health, Auckland District Health Board

Date: June 2015

Purpose of Position:

To provide assessment, diagnosis and management of patients referred to the department

Key Accountabilities:

Clinical

- Clinical experience is demonstrated in assessing, diagnosing and treating children with acute and chronic medical conditions.
- Interdisciplinary management of complex conditions in conjunction with nurses, social workers, dietitians, pharmacists and other allied health staff.
- As required by the needs of the service, attending the wards and providing a consultation service to inpatients
- Planning of clinical management using established best practice.
- Undertaking clinical responsibilities and demonstrating conduct in all matters relating to employment, in accordance with best practice and relevant ethical and professional standards and guidelines, as determined from time to time by
 - New Zealand Medical Association
 - Royal Australasian College of Physicians
 - Medical Council of New Zealand
 - Health and Disability Commissioner.
- Completing required routine clinical activities including ward rounds, ward work, clinical meetings, outpatient clinics including outreach clinics, on call and duties at other locations on days and times agreed with the Service Clinical Director and Lead Clinician.
- Average hours in each activity will be agreed before commencing the role however, the roster may change at any time by mutual agreement.
- Participating in the on-call roster. Attendance will be required on weekends and public holidays as part of the roster.
- Initiating and/or contributing to clinical review/case conference meetings as appropriate.
- Utilising knowledge and skills, as required, to assist staff working with patients with complex needs.
- Assisting staff, as required, to resolve medical ethical and professional issues.
- Developing effective teamwork and collaborative relationships, as appropriate, within the interdisciplinary team
- Clinical practice is carried out to professional standards and legal requirements.

Education/Teaching/Research

- Supporting continuing education programmes within the department at all times
- On going professional continuing education

Clinical protocols and procedures

- Contribute to the development of clinical protocols and procedures and service quality.
- Maintaining appropriate and accurate documentation records at all times. This will include clinical notes, letters, and other communications to referring physicians.
- Methods to improve patient care and efficiency are identified.

To take part in the day to day care delivery across the department/unit by:

- Promoting an interdisciplinary team approach to patient care and discharge planning.
- Ensuring patient care is safe, clinical practice is appropriate and department/unit practice is innovative and evidence based.
- Ensuring culturally appropriate patient care by assisting staff to understand the diverse needs of the patients and by liaising with the relevant cultural advisers to provide the appropriate standard of care.
- Dealing with conflict situations.
- Meeting Occupational Health & Safety requirements, including ensuring compliance with occupational health & safety standards and encouraging proactive hazard identification and management.
- Maintaining and promoting quality and safe practice risk management policies.

To implement an appropriate bicultural policy.

- The department provides a culturally appropriate and sensitive service.

Support and contribute to effective team functioning.

- Ensure appropriate use of resources.

To be responsible for aspects of own professional development by:

- Participating in education programmes, as agreed with the Service Clinical Director and Lead clinician
- Attending educational opportunities/conferences relevant to the role and scope of practice
- Participation in regular performance appraisal as deemed appropriate by the Service Clinical Director

To contribute to the overall service by:

- Participating in implementing, as required, the department's strategic planning
- Ensuring all resources are used effectively
- Ensuring all priorities are met

Authorities:

N/A

Direct Reports:

N/A

Budget Accountability (if applicable):

N/A

Relationships:

| External | Internal | Committees/Groups |
|---|--|--|
| <ul style="list-style-type: none"> ➤ Primary Health Care & Secondary Health Care Referrers ➤ GPs ➤ General and Specialist Paediatricians ➤ External Agencies ➤ National agencies as required from time to time | <ul style="list-style-type: none"> ➤ Patients and whanau, family and care givers of patients ➤ Service Clinical Director ➤ Operations Manager ➤ Multidisciplinary and support services team members ➤ He Kamaka Oranga ➤ Other ADHB Operating and Support Units ➤ Students (Nursing and medical) ➤ Staff within ADHB | <ul style="list-style-type: none"> ➤ Service committees ➤ Paediatric Nephrology ➤ National Clinical Network ➤ Quality & Clinical Safety ➤ Health & Safety ➤ IS ➤ Associated external groups |

PERSON SPECIFICATION

| Education & Qualifications | Essential | Desired |
|----------------------------|---|--|
| Professional | <ul style="list-style-type: none"> ➤ Vocational I or probationary registration with Medical Council of New Zealand ➤ Recognised vocational training in paediatric medicine, and paediatric nephrology ➤ Membership of professional defence organisation | |
| Work Experience | <ul style="list-style-type: none"> ➤ Trained in principles of evidence-based medicine ➤ Experience working as part of a multidisciplinary team | |
| Skills and Attributes | <ul style="list-style-type: none"> ➤ High standard of written and verbal communication. ➤ Able to work as an integral member of a multidisciplinary team. ➤ Able to maintain good professional relationships and be respectful of other team members' skills ➤ A demonstrated belief in, and commitment to, promoting quality of life | <ul style="list-style-type: none"> ➤ An interest in personal professional development and a willingness to take on further roles within the team. ➤ An interest in promoting a consumer focus for care delivery. |

CRITICAL COMPETENCIES

| Competency | Description |
|---|---|
| 1. Teamwork | <ul style="list-style-type: none"> ➤ Collaborates with fellow team members and other work groups to achieve objectives for the good of the whole. ➤ Actively contributes to and accepts consensus decisions. ➤ Seeks out opportunities to support others in achieving goals. ➤ Recognises and respects individual differences and opinions. |
| 2. Communication/ Interpersonal Skills | <ul style="list-style-type: none"> ➤ Actively listens, draws out information & checks understanding. ➤ Expresses information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference. ➤ Empathises with others and considers their needs and feelings. |
| 3. Self Management | <ul style="list-style-type: none"> ➤ Establishes an action plan and achieves priority goals. Manages workload/flow, recognises and addresses barriers, and takes account of changing priorities. ➤ Copes with stress and understands personal limitations. Is proactive and displays initiative. |
| 4. Quality Orientation | <ul style="list-style-type: none"> ➤ Monitors quality and devises continuous improvement systems. ➤ Actively questions ways of doing things, thinks outside the square and develops effective solutions to improve outcomes. |
| 5. Leadership | <ul style="list-style-type: none"> ➤ Develops and communicates a vision for the future, inspiring commitment to the goals of the organisation/team. ➤ Manages diversity and draw together a range of perspectives. |
| 6. Value Diversity | <ul style="list-style-type: none"> ➤ Understands significance of Treaty of Waitangi. ➤ Displays cultural sensitivity. ➤ Appreciates insights and ideas of all individuals and works effectively with these differences. |

WORKING FOR ADHB – EXPECTATIONS OF EMPLOYEES

CITIZENSHIP

All employees are expected to contribute to the innovation and improvement of Auckland District Health Board as an organisation. This means:

- Using resources responsibly
- Models ADHB values in all interactions
- Maintaining standards of ethical behaviour and practice
- Meeting ADHB's performance standards
- Participating in organisation development and performance improvement initiatives
- Helping to develop and maintain Maori capability in ADHB, including developing our understanding of the Treaty of Waitangi and ways in which it applies in our work
- Raising and addressing issues of concern promptly

THE EMPLOYER AND EMPLOYEE RELATIONSHIP

We have a shared responsibility for maintaining good employer/employee relationships. This means:

- Acting to ensure a safe and healthy working environment at all times
- Focusing our best efforts on achieving ADHB's objectives

A performance agreement will be reached between the employee and their direct manager and/or professional leader containing specific expectations.

CONSUMER/CUSTOMER/STAKEHOLDER COMMITMENT

All employees are responsible for striving to continuously improve service quality and performance. This means:

- Taking the initiative to meet the needs of the consumer/customer/stakeholder
- Addressing our obligations under the Treaty of Waitangi
- Involving the consumer/customer/stakeholder in defining expectations around the nature of the services to be delivered and the timeframe
- Keeping the consumer/stakeholder informed of progress
- Following through on actions and queries
- Following up with the consumer/customer/stakeholder on their satisfaction with the services

PROFESSIONAL DEVELOPMENT

As the business of ADHB develops, the responsibilities and functions of positions may change. All staff are expected to contribute and adapt to change by:

- Undertaking professional development and performance appraisal
- Applying skills to a number of long and short term projects across different parts of the organisation
- Undertaking such development opportunities as ADHB may reasonably require